

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington

MOTION NO. 09-559

AUTHORIZING THE COUNTY EXECUTIVE TO SIGN AN
ADMINISTRATIVE SERVICES AGREEMENT WITH
THE SNOHOMISH COUNTY PUBLIC FACILITIES DISTRICT

WHEREAS, the Snohomish County Public Facilities District has contracted since its inception with the Snohomish County Finance Department to provide administrative and financial services to the District in its authorized duties; and

WHEREAS, it is in the best interest of the County to continue providing this service to the District at the cost of providing the service;

NOW, THEREFORE, ON MOTION, the County Council hereby authorizes the County Executive to execute the Administrative Services Agreement with the Snohomish County Public Facilities District in the form attached hereto.

PASSED this 13th day of January, 2010.

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington


Council Chair

ATTEST:


Asst. Clerk of the Council

SNOHOMISH COUNTY PUBLIC FACILITIES DISTRICT ADMINISTRATIVE SERVICES AGREEMENT

SECTION 1: GENERAL CONDITIONS

- 1.1 Parties. This agreement (the "Agreement") is made by and between Snohomish County Public Facilities District, a municipal corporation of the State of Washington (the "District"), and Snohomish County, a political subdivision of the State of Washington (the "County").
- 1.2 Purpose. The purpose of this Agreement is to specify certain terms and conditions allowing the District to obtain administrative support, financial, and information systems services from the County while the District provides financial support for regional centers being constructed in Snohomish County.
- 1.3 Term; Effective Date. This Agreement shall be effective on January 1, 2010, or the date of its execution by both parties, whichever is later. This Agreement shall expire on December 31, 2014.
- 1.4 Termination. This Agreement may be terminated by either of the parties for any reason at any time prior to its expiration upon sixty (60) days prior written notice by one party to the other.
- 1.5 Amendments. This Agreement may be amended only upon written agreement of the parties executed in the same manner as provided by law for the execution of this Agreement.

SECTION 2: DUTIES OF THE PARTIES

- 2.1 County's Duties. The County agrees to provide the following services, as requested by the District:
 - a.) Administrative Support. Provide meeting scheduling, meeting advertising, preparation of Board agendas and minutes, meeting location, and preparation and distribution of correspondence.
 - b.) Financial Services. Services to be provided include accounts receivable activity with respect to Washington State's rebated sales tax, cash management, accounts payable processing, budget preparation and reporting, filing of State and Federal financial documents, coordination of annual State audit, and procurement of insurance policies.
 - c.) Information Systems. Provide corporate e-mail distribution, electronic storage, and web hosting services.

2.2 District's Duties. The District agrees to perform as follows:

- a.) Annual Fee. Reimburse the County for administrative support, financial, and information systems services detailed in Section 2.1 in an agreed annual amount of \$24,000 per calendar year, with pro rata payments of \$2,000 being made monthly; and
- b.) Other Expenses. Reimburse the County for other expenses, such as insurance premiums, advertisements, special forms printing costs, supplies, tax filings, postage, etc.

The District agrees to provide reimbursement to the County under this section within thirty (30) days after being billed.

SECTION 3: MISCELLANEOUS

3.1 Notices. Notices shall be provided by one party to the other at the addresses set forth below, which notice addresses may be changed, from time to time, by written notice.

THE DISTRICT:

ATTN: Chair
Snohomish County PFD
3000 Rockefeller M.S 610
Everett, WA 98201

THE COUNTY:


ATTN: Finance Director
Snohomish County
3000 Rockefeller Avenue M.S. 610
Everett, WA 98201

Having received appropriate authorization from their respective governing bodies, the officials signing below have executed this Agreement as of the dates indicated.

SNOHOMISH COUNTY:

THE DISTRICT:


County Executive *for* **MARK SOINE**
Deputy Executive


President

Date: 1/19/10

Date: 10/15/09

APPROVED AS TO FORM:

APPROVED AS TO FORM:


Deputy Prosecuting Attorney


District Attorney

ADMINISTRATIVE SERVICES AGREEMENT

COUNCIL USE ONLY	
Approved:	<u>1-13-10</u>
Docfile:	<u>D-2</u>

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